

Department of Resources Recycling and Recovery

SCOPE OF WORK

Scope of Work for the Creation of a Methodology for the Development of a Model Border Integrated Waste Tire Management Plan Framework for the State of Baja California, Mexico

I. INTRODUCTION/OBJECTIVES

California used and waste tires flow into Mexico through various legal and illegal means. Some of these tires end up being illegally disposed of along the 167 mile California/Mexico border region of the State of Baja California, Mexico (Baja). The improper disposal of tires in this region poses a serious risk of tire fires, creates breeding grounds for disease-carrying vectors, and results in air, water and land pollution on both sides of the border. These serious, shared risks to health and safety and the environment give rise to this Scope of Work and resulting Contract pursuant to Public Resources Code section 42885.5 (b) (8) and as reflected in the Department of Resources Recycling and Recovery's (CalRecycle), formerly California Integrated Waste Management Board, *Five-Year Plan for the Waste Tire Recycling Management Program- 4th Edition Covering Fiscal Years 2007/2008-2011/2012* (Five-Year Plan).

Pursuant to Mexico's Integrated Waste Management Law (IWM Law) to promote proper waste management practices for tires and other waste streams, Baja is required to work with its municipalities to prepare local waste tire management plans and to give related technical assistance to these jurisdictions, the largest of which are the border cities of Tijuana and Mexicali. Through this Contract, CalRecycle, Cal/EPA, and UC Berkeley's Center for Environmental Public Policy (CEPP) look to provide assistance to Baja and its border municipalities through the creation of a methodology for the subsequent development of a model border waste tire management plan framework (model framework). The model framework is intended to be a stand-alone document that, among other things, addresses the principle issues that give rise to the illegal disposal of tires in Baja's border region, including the movement of waste and used tires into Baja from California, offers environmental and control recommendations to address the health and safety and environmental risks, and identifies ways to develop new and promote existing markets for these tires on both sides of the border. The creation of the model framework will occur in two phases. This SOW addresses the first phase: research, analysis and the creation of a methodology to develop the model framework. Later, through a separate agreement, the contractor will use the methodology, information and resources developed through this Contract to create the model framework and to provide technical assistance.

Cal/EPA will use its own resources to provide, as it deems necessary, additional technical, logistical, and administrative assistance to the Contractor. Cal/EPA also will review all task deliverables and provide its recommendations regarding approval of such deliverables to the CalRecycle contract manager. CalRecycle Contract Manager will have final approval authority.

This cooperative effort will benefit California and Mexican residents of the border region by reducing the health, safety and environmental threats from illegal tire piles and it will benefit both states by encouraging new and promoting existing markets for waste and used tires.

II. WORK TO BE PERFORMED

To address the health, safety and environmental threats to California and Mexico resulting from the numerous illegal tire piles in the border region of Baja, CalRecycle will provide assistance to Baja in the development of a model waste tire management plan framework and the provision of technical assistance. This effort is divided into two SOWs. This SOW addresses the preliminary activities necessary to the development of the framework including fact gathering, stakeholder input, and a recommended methodology for development of the framework. Upon completion of this SOW, the second SOW will address the actual development of the model waste tire management plan framework.

III. TASKS IDENTIFIED

Each task must be accepted and each deliverable must be approved in writing by the CalRecycle Contract Manager prior to payment.

The following tasks are needed to carry out this agreement:

Task 1: Develop Work plan

The contractor will develop a Work plan to identify with specificity the activities and the timetable necessary to complete the tasks. The Work plan will be developed in consultation with Cal Recycle's Contract Manager and other tire staff to ensure that all work is coordinated, tasks are synchronized, and deliverables are scheduled. The contractor will submit the final draft Work plan to the CalRecycle Contract Manager for approval prior to proceeding to the next task.

Deliverable: Work plan

Task 2: Literature Review, Analysis and Reporting

The contractor will collect, review, and analyze:

- current law, regulations, and requirements of Mexico, California and other notable jurisdictions relating to tire management and associated topics
- current studies, data, and other information regarding waste tire issues and tire management plans, including the *Waste Tire Border Study for the California-Mexico Border Region* (Tire Border Study), funded by CalRecycle, which details the environmental and economic aspects of waste and used tire transport, markets, and disposal activities in Mexico

- provide to Cal Recycle’s Contract Manager a list of all materials reviewed under this Task; brief summaries of how identified materials are relevant to the development of the model framework

Deliverable: List of materials reviewed and summaries of all materials relevant to the development of the model framework.

Task 3: Identify all issues necessary to the development of a recommended methodology

Prepare and submit to CalRecycle Contract Manager a summary of all issues relevant to a methodology for the development of a model waste tire management plan framework (Issue Summary). Issues include, but are not limited to, those identified in Task 7.

Deliverable: Issue Summary

Task 4: Conduct A Workshop for Project Stakeholder Input

Stakeholder input is critical to this SOW as it will leverage the knowledge and experience of government/enforcement officials from both sides of the border, representatives from various tire industries and markets, CalRecycle tire staff, contractors who have provided tire-related technical assistance to CalRecycle in the past, and other parties with expertise relevant to this project.

- in preparation for the Workshop, consult with CalRecycle Contract Manager to identify individuals who have expertise in those matters identified in the Issue Summary
- schedule and plan the Workshop at a location approved by the CalRecycle Contract Manager pursuant to state travel requirements and funding restrictions
- in consultation with CalRecycle Contract Manager, prepare a meeting agenda to present the issues and best solicit stakeholder input
- conduct the Workshop pursuant to the agenda
- prepare a summary of stakeholder input.

Deliverable: Summary of stakeholder input

Task 5: Presentation

The contractor will conduct a general stakeholder presentation in Southern California to share information, provide opportunities for additional input and discuss options regarding the model framework. The Presentation date will be coordinated with the CalRecycle Contract Manager.

- in consultation with CalRecycle Contract Manager, prepare a meeting overview addressing how information will be presented and solicited

- prepare an outline and/or Power Point of issues to be presented
- prepare a summary of stakeholder input.

Deliverables: Outline and/or Power Point of issues to be presented and Summary of stakeholder input.

Task 6: Status Reports

The contractor shall provide quarterly written reports on the status and progress of the work performed under this agreement. The quarterly report will include updates on both the information gathering and the development of guidelines and plan to develop the actual model framework methodology. The CalRecycle Contract Manager has the authority to request additional information on the status of task completion. These status reports shall be used to keep CalRecycle up to date on the progress and for confirmation of work performed for billing purposes.

Deliverables: quarterly status reports

Task 7: Final Report: Produce a methodology for the development of the model border waste tire management plan framework.

The Final Report will present the proposed methodology and include all issues relevant to the development of the model framework, including but not limited to:

- relevant laws and regulations
- government agencies and organizations necessary to a successful tire management plan
- elements of effective tire management
- regulatory infrastructure
- industry/technical infrastructure
- assessment of Mexico's technical capabilities to handle waste and used tires
- assessment of current transportation routes for waste and used tires in Mexico
- analyze sources, disposition and volumes of tires being transported within the border region
- present ways to identify numbers (volume) of tires, tires generated, tires disposed of within a jurisdiction
- present ways to identify practices to reduce health and safety issues associated with storage of waste and used tires, waste facilities including evaluation criteria, costs and funding
- present ways to identify and evaluate enforcement actions to implement Mexico's environmental laws and regulations including evaluation criteria, costs and funding
- present ways to evaluate options to source reduce the number of waste tires; including the prevention of waste tires from entering Baja and prevention of waste tires from entering the waste stream within Baja; including evaluation criteria, costs and funding

- present ways to identify and evaluate recycling options for the tire waste stream including evaluation criteria, costs and funding
- present ways to determine effective education and public information campaigns to create public awareness and encourage participation in tire management, source reduction, and recycling, including evaluation criteria, costs and funding.
- present ways to identify and evaluate the future needs for capacity for disposal and storage of waste tires, and recycling programs, including evaluation criteria, costs and funding
- present ways to identify and evaluate appropriate performance measures based on Mexico law and available information
- best management practices used in other existing waste tire management plans or programs within Mexico
- present ways to evaluate costs of implementing the methodology.

The final Report shall be a stand-alone document designed as a roadmap for the development of the model framework. The Report shall include any maps, photographs, graphic tables, and figures used in the development of the model waste tire management plan framework in both written and electronic forms. The contractor shall conduct an unofficial translation of the final document into Spanish. The contractor shall submit the final document in both English and Spanish. The contractor shall submit 10 bound hard copies and 5 electronic copies (CD-ROM format) in English

The Report shall be submitted in draft form to CalRecycle Contract Manager for review and approval. CalRecycle shall have no less than 3 months to review and share the draft Report in order to receive comments and suggestions from interested parties. In the event CalRecycle Contract Manager does not approve the Report, contractor will resubmit the Report with the required changes. The Report is not final until approved in writing by the CalRecycle Contract Manager.

The format for the final study shall be approved by the CalRecycle Contract Manager.

Deliverable: Final Report on the methodology for developing the model border waste tire management plan framework

IV. CONTRACT/TASK TIME FRAME

The term of the contract shall be eighteen months from the date of execution of the Contract.

V. COPYRIGHT PROVISION

The Contractor shall assign to the Department of Resources Recycling and Recovery (CalRecycle) any and all rights, title and interests to any copyrightable material or trademarkable material created or developed in whole or in any part as a result of this Agreement, including the right to register for copyright or trademark of such materials.

The Contractor shall require that its subcontractors agree that all such materials shall be the property of the CalRecycle. Such title will include exclusive copyrights and trademarks in the name of the CalRecycle.

VI. CALIFORNIA WASTE TIRES

Unless otherwise provided for in this Scope of Work, in the event the contractor and/or subcontractor(s) purchases waste tires or waste-tire derived products for the performance of this Scope of Work, only California waste tires and California waste tire-derived products shall be used. As a condition of payment under the agreement, the contractor shall be required to provide documentation substantiating the source of the tire materials used during the performance of this Scope of Work to the Contract Manager.

VII. WASTE REDUCTION AND RECYCLED-CONTENT PRODUCT PROCUREMENT

In the performance of this Agreement, Contractor shall use recycled content, used or reusable products, and practice other waste reduction measures where feasible and appropriate.

Recycled Content Products: All products purchased and charged/billed to CalRecycle to fulfill the requirements of this contract shall be Recycled Content Products (RCPs), or used (reused, remanufactured, refurbished) products. All RCPs purchased or charged/billed to CalRecycle to fulfill the requirements of the contract shall have both the total recycled-content (TRC) and the postconsumer content (PC) clearly identified on the products. Specific requirements for the aforementioned purchases and identification are discussed in the Terms and Conditions of the Contractual Agreement under Recycled-Content Product Purchasing and Certification.

The Contractor should, at a minimum, ensure that the following issues are addressed, as applicable to the services provided:

A. WRITTEN DOCUMENT PROVISION

All documents and/or reports drafted for publication by or for CalRecycle in accordance with this contract shall adhere to CalRecycle's *Guidelines For Preparing CalRecycle Reports (available upon request)* and shall be reviewed by CalRecycle's Contract Manager in consultation with one of the CalRecycle's editors.

In addition, these documents and/or reports shall be printed double-sided on one hundred percent (100%) recycled-content paper. Specific pages containing full-color photographs or other ink-intensive graphics may be printed on photographic paper. The paper should identify the postconsumer recycled content of the paper (i.e., "printed on 100% postconsumer paper"). When applicable, the contractor

shall provide the Contract Manager with an electronic copy of the document and/or report for CalRecycle's uses.

To the greatest extent possible, soy ink instead of petroleum-based inks should be used to print all documents.

B. CONFERENCING PROVISION

The contractor shall take any and all steps necessary to make sure that the event is a model for future recycling, waste prevention, diversion, buy recycled, and waste management events.

Paper Products: All paper products used to fulfill the requirements of this contract (nametags, badges, letters, envelopes, brochures, etc) must contain at least 30% post-consumer recycled content fiber.

Re-usable Cups, Plates & Utensils: To the greatest extent possible, use re-usable/washable utensils, dishes, tableware, etc., rather than single-use disposable products.

Leftover Food/Beverages: All leftover food and/or beverages associated with the event will be donated to an established food donation outlet. Arrangements for the donation must be made prior to the date of the event. CalRecycle staff will assist the contractor in identifying these donation outlets, if needed.

Recycling/Composting: Arrangements must be made with the venue, sponsor, or by contract, to provide adequate collection bins for recyclables, organics (food waste) or biodegradable materials, and trash (non-recyclables). The bins should contain at least 30% post-consumer plastic. In addition, the contractor shall work with the venue and/or sponsors to maximize diversion of the discarded materials.

Soy-based Printing Ink: To the greatest extent possible, soy ink instead of petroleum-based inks should be used to print all documents needed for the event.